

SUNBELT FRESH WATER SUPPLY DISTRICT
MINUTES OF MEETING OF BOARD OF DIRECTORS

April 3, 2025

The Board of Directors (individually referred to as "Directors," collectively, the "Board") of Sunbelt Fresh Water Supply District (the "District"), met in a regular session at 5:00 p.m. on Thursday, April 3, 2025, at 410 West Gulf Bank Road, Houston, Texas, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code; whereupon the roll was called of the members of the Board, to-wit:

Nathan Wade	President
Sandra Jaramillo	Vice President
Elizabeth Santiago	Secretary
Lynda Powell	Assistant Secretary
Ruben Salazar	Director

All Board members were present, thus constituting a quorum. Also attending were Justin Edwards and Anna Hunter of A&S Engineers, Inc. ("Engineer" or "A&S"); Lonnie Wright and Claudia Garza of Municipal Operations and Consulting, Inc. ("Operator" or "MOC"); LaDonna Smith and Mary Jane Mendoza, employees of the District; and Elliot M. Barner, attorney, of Radcliffe Adams Barner PLLC ("Attorney" or "RAB").

The President, after finding that the notice of the meeting was posted as required by law and determining that a quorum of the Board was present, called the meeting to order at 5:00 p.m. and declared it open for such business as may regularly come before it.

PUBLIC COMMENT

The President then opened the meeting to public comment.

There being no further public comments, the President directed the Board to proceed with the agenda.

APPROVE MINUTES OF PRIOR MEETING

The President next directed the Board to consider the approval of the minutes of the Engineering-Operations meetings held on February 6, 2025 and March 6, 2025.

A discussion then ensued regarding the minutes from the December 5, 2024 and July 2, 2024 Board meetings and that such minutes were apparently not formerly approved by the Board. Mr. Barner explained that his office will research further and place such minutes back on the Board's agenda for the May 1, 2025 Board meeting.

Upon a **motion** by Director Santiago, seconded by Director Salazar, after full discussion and with all Directors present voting aye, the Board approved the minutes of the Engineering-Operations meeting held on February 6, 2025 and March 6, 2025, with certain corrections.

OPERATOR'S REPORT

Mr. Wright next presented the Operator's Report to the Board, a copy of which is available upon request, and reviewed with the Board the general operations, maintenance and repairs that occurred within the District including water and wastewater operations and water accountability for the District's service areas.

Mr. Wright reported on the status of water capacity and production and the ultrasonic leak detection in the Fairgreen-High Meadows Service Area ("High Meadows"). Mr. Wright further stated there were no issues to report relating to Fairgreen.

Mr. Wright then reported that Well No. 2 is up and running again at Water Plant No. 1 in High Meadows. Mr. Wright stated that the generator was down and STP Services ("STP") is working on it.

Mr. Wright then reported that the well at Water Plant No. 2 in High Meadows is still down, with oil leaking on shaft coming from the motor. Mr. Wright stated MOC contacted Felder Water Well & Pump Service, LLC ("Felder") and Felder will be coming out this week.

Mr. Wright next reported there were no issues to report relating to Northline Service Area.

Mr. Wright next reported that at the Wastewater Treatment Plant ("WWTP") in the Oakwilde Service Area ("Oakwilde") Pump No. 1 has a bad check valve and Pump No. 2 is locked up. Mr. Wright stated STP is investigating the problem. Mr. Wright further stated that non potable pump plumbing will be done this week and STP will install the new pump after.

Mr. Wright further stated that Water Plant No. 2 in Oakwilde is currently offline and under construction.

Mr. Wright next reported on a water main break located at the intersection of Seven Mile Dr. and Chamberlain Ln. Mr. Wright stated that an 18-wheeler attempting to deliver heavy material for a project on Shady Lane, slid into a ditch and the weight of the loaded truck ruptured the waterline in the ditch. Mr. Wright further stated that MOC is attempting to back charge Harper Brothers Construction for this repair.

Mr. Wright next reported there were no issues to report relating to Oak Glen Service Area.

Mr. Wright reported that Blower Pump No. 1 at the WWTP in the Woodland Oaks Service Area is not working and has been pulled for repairs by STP. Mr. Wright further reported that RAS pumps 1 and 4 have bad VFD's and STP will convert to starter, waiting on parts.

Mr. Wright next reported that in the Heather Glen Service Area, Lift Pump No. 1 and No. 2 are not working as suction is broke in both lines. Mr. Wright stated STP is working on a way to replace air relief valves on pump header.

WATER METER REPLACEMENT PROJECT

Regarding the Water Meter Replacement Project, Mr. Wright reported that MOC did not replace any meters this past month.

Upon a **motion** by Director Powell, seconded by Director Santiago, after full discussion and with all Directors present voting aye, the Board approved the Operator's Report, as presented.

HURRICANE/EMERGENCY PREPAREDNESS PLAN

Mr. Wright reported that the District is in compliance with its Emergency/Hurricane Preparedness Plan and is ready for the 2025 hurricane season. Mr. Montgomery further reported that the District has stored sufficient fuel to run its generators located at various District facilities.

ENGINEER'S REPORT

Mr. Edwards presented to the Board the Engineer's Report, a copy of which is available upon request.

Fairgreen/High Meadows Service Area

Mr. Edwards reported regarding the Marquita Water Treatment Plant Distribution Line Improvement Project. Mr. Edwards stated ISJ Underground Utilities, LLC ("ISJ Utilities") is the contractor for this project with a contract amount of \$228,892.00, and stated the Notice to Proceed date was July 15, 2024. Mr. Edwards then recommended for consideration and payment ISJ Utilities' Pay Application No. 4 and Final in the amount of \$24,783.65. Mr. Edwards further reported that all items are complete and all close out documentation was provided. Mr. Edwards further requested the Board approve the issuance of the Certificate of Final Completion.

Regarding the Surface Water Transmission Line Project, Mr. Edwards reported no change to the scope of this project to extend the existing 12-inch (12") City of Houston ("City") water transmission line down JFK Boulevard, to supply water to the Marquita Water Plant. Mr. Edwards further stated that A&S has provided RAB with an updated cost estimate to be used in an amendment to the existing interlocal agreement between the District and East Aldine District ("EAD").

Regarding the Marquita Water Plant Improvements in the EAD, Mr. Edwards reported no change to the scope of work for the new 10,000-gallon Hydropneumatic tank with the associated piping and electrical/control modifications. Mr. Edwards stated that A&S provided RAB with an updated cost estimate to be used in an amendment to the existing interlocal agreement with the District and EAD.

Regarding the Elevated Storage Tank Variance Request submitted to the Texas Commission on Environmental Quality ("TCEQ") on February 4, 2025, Mr. Edwards reported A&S is awaiting approval or comments.

Regarding East Aldine Estates Single-Family Residential Subdivision Project, Mr. Edwards reported construction on the water, sanitary sewer, drainage and lift station is nearing completion. Mr. Edwards further stated A&S is attending periodic construction meetings held by

Harris County ("County"). Mr. Edwards stated A&S is working on obtaining testing results of the piping that was installed.

Mr. Edwards further stated A&S provided all annexation documents to RAB. Mr. Edwards reminded the Board that the 12-inch (12") water line was installed in the south right of way of Connorvale Road but not connected. Mr. Edwards explained that connection of the water line is included in the project.

Regarding the service request to an existing manufactured home park at 2730 Ladin Drive, just northwest of the boundaries of High Meadows, Mr. Edwards stated that service was requested in the amount of 38 equivalent single-family connections ("ESFC") for the existing portion and expansion of such park. Mr. Edwards reported that the Applicant is waiting on the County's approval of the plans. Mr. Edwards further stated that upon review of the approved plans, A&S will prepare the No Objection letter and provide same to MOC to prepare the tap fee quote. Mr. Edwards further stated all annexation documents were provided to RAB for submittal to the City.

Regarding the service request for 3940 Aldine Mail Route Road, Mr. Edwards reported there is no change regarding the service request for two (2) warehouse buildings totaling approximately 11,260 square feet in the amount of two (2) ESFCs. Mr. Edwards stated A&S is waiting on the County and Fire Marshall to approve the plans before issuing the No Objection Letter.

Regarding the service request for residential development of 15 ESFCs for 11955 Gloger Street, Mr. Edwards reported the final feasibility study was provided and RAB sent a letter to such Applicant regarding the process of annexation. Mr. Edwards stated A&S will proceed with preparation of the annexation documents upon receipt of the deposit and documents.

Regarding a service request for residential development of 15 ESFCs for 11947 Gloger Street, Mr. Edwards reported A&S has received the application and deposit and Mr. Edwards stated it is the same owner and adjacent to the proposed development at 11955 Gloger Street. Mr. Edwards stated that A&S is preparing the Feasibility Study and will review with the Board at the next meeting.

Regarding the service request at 2026 Connorvale Road, Mr. Edwards reported A&S notified the Applicant that annexation is required as a condition of service. Mr. Edwards further stated that A&S provided the Application for Service and deposit requirements to the owner of the tract and await response.

Northline Terrace Service Area

Mr. Edwards reported that the notice to proceed date for the West Gulf Bank Road Widening Project was June 23, 2023, and that construction is ongoing. Mr. Edwards further reported that the new relocated water line has been installed between Sweetwater Lane and Rockcliffe Drive and is currently in service. Mr. Edwards further reported all service lines and water meters have been transferred to the new water line.

Oak Glen Service Area ("Oak Glen")

Mr. Edwards reported that construction is complete on the County's Oak Glen Drainage Improvement Project, including all modifications to the Oak Glen water distribution system.

Mr. Edwards further reported that there is an Interlocal Agreement in place for funding of the relocation/adjustments. Mr. Edwards stated that two (2) projects (Oak Glen West Drainage Improvements and Oak Glen East Drainage Improvements) are included under one (1) agreement.

Mr. Edwards next reported regarding the Harris County Housing and Community Development's (the "HCHCD") Community Development Block Grant ("CDBG") 2024 plan year, that Ram Rod Utilities, LLC ("Ram Rod") was selected and awarded the project in the amount of \$631,631.00. Mr. Edwards further stated that bonds and insurance are currently being reviewed by RAB and once approved, A&S will schedule the pre-construction meeting.

Mr. Edwards then reported that A&S submitted a CDBG application for Oak Glen Water Line Replacement, Phase 2 in the amount of \$795,000.00 and awaits comments/approval. Mr. Edwards stated the scope of the proposed project is to replace all remaining water lines after Phase 1 is complete, approximately 7,670 LF of water lines. Mr. Edwards reported that the estimated project total is \$1,066,020.00 (including engineering, technical services, and construction). Mr. Edwards reminded the Board that as with past applications, the District is required to contribute 25% towards the overall project cost, or \$271,020.00.

Oakwilde Service Area

Mr. Edwards updated the Board regarding the WWTP and Lift Station Project. Mr. Edwards reminded the Board that R.P. Constructors, Inc. ("R.P.") was selected and awarded the project in the amount of \$11,979,250.00 and the Notice to Proceed date is February 24, 2025 and R.P. has mobilized and is setting up storm water protection per plans and excavating for proposed basins. Mr. Edwards then stated A&S has reviewed and is presenting for consideration and payment R.P.'s Pay Application No. 1 in the amount of \$923,332.34. Mr. Edwards further stated that the amount reflects a ten percent (10%) retainage withheld. Mr. Edwards further stated that upon approval, A&S will submit the necessary outlay report for Texas Water Development Board ("TWDB") and all applicable documentation.

Mr. Edwards next updated the Board regarding the Seven Mile Road Water Plant Improvements Project, which includes the ground storage tank, booster pump addition, new electrical service and upgrades to the existing electrical components as well as site modifications. Mr. Edwards reported that construction plans have been approved by all agencies and that A&S submitted the contract manual and plans to TWDB requesting approval to advertise/bid the project. Mr. Edwards then requested approval from the Board, subject to TWDB approval, to authorize the advertisement and taking of bids.

Mr. Edwards reported that C3 Constructors, LLC ("C3 Constructors") was selected and awarded the Hurlingham Water Plant Improvement Project in the amount of \$435,000.00. Mr. Edwards stated that the pre-construction meeting was held April 9, 2024, and construction continues. Mr. Edwards further stated that final cost on the hydropneumatics tank and piping is complete and A&S has reviewed and is presenting to the Board for consideration and payment C3

Constructors' Pay Application No. 5 in the amount of \$18,675.00. Mr. Edwards further stated that the amount reflects a ten percent (10%) retainage withheld.

Mr. Edwards then updated the Board regarding a service request for 11709 Aldine Westfield Road. Mr. Edwards stated that RAB submitted annexation documents to the City, and A&S will assist with any revisions necessary.

Mr. Edwards next updated the Board on the status of the Oakwilde Smoke Testing Project, which will include smoke testing of the Oakwilde Service Area, including the wastewater collection Systems of both Mary Frances/Mary Eleanor and the North Houston Heights neighborhoods. Mr. Edwards stated that A&S received four (4) bids, which Sweeping Corporation of America, LLC ("Sweeping Corp.") submitted that lowest bid in the amount of \$269,965.70. Mr. Edwards further stated that A&S has not previously worked with Sweeping Corp. and has requested references. Mr. Edwards presented to the Board for consideration and approval, subject to TWDB approval, (i) award to Sweeping Corp. and issue Notice of Award, (ii) execution of the Construction Contract, subject to RAB review of bonds and insurance, and (iii) authorize issuing the Notice to Proceed, subject to execution of the contract manual.

Mr. Edwards then updated the Board that there is no change regarding the service request for 11730 Aldine Westfield Road, which consists of renovating a 7,945 foot building to serve as a banquet hall (no food service proposed), in the amount of two (2) ESFCs. Mr. Edwards reported that A&S is awaiting plans for review.

Mr. Edwards then updated the Board regarding Westfield Estates Wastewater Collection and Lift Station. Mr. Edwards stated that the County awarded the project to C.E. Barker and stated that construction has begun. Mr. Edwards reported that A&S is attending periodic construction progress meetings being conducted by the County. Additionally, Mr. Edwards stated that A&S will continue to work with the County and their consultants regarding sanitary sewer installation and future residential signup.

Heather Glen Service Area

Mr. Edwards next updated the Board that the Houston Food Bank has revised its service request, for multiple buildings totaling 432,350 square feet, for a revised capacity of 116 ESFCs. Mr. Edwards informed the Board that A&S has provided the final feasibility study to the Applicant. Mr. Edwards stated that according to the Applicant, the first set of civil plans will be submitted to review agencies, including the District, by the end of the month.

Woodland Oaks Service Area

Mr. Edwards next reported on the service request from D.R. Horton for an out-of-District property located adjacent to the Urban Logistics Park project. Mr. Edwards stated that annexation documents were provided to the City by RAB and A&S will assist with any revisions necessary.

Mr. Edwards next reminded the Board that regarding the extension of the off-site water and sewer line installation to serve the D.R. Horton development, the Board awarded the contract to ISJ Utilities in the amount of \$360,143.05. Mr. Edwards stated the Notice of Award will not be issued until the developer provides the necessary deposit. Mr. Edwards further stated that the developer indicated they would provide the deposit when the construction plans are approved.

Mr. Edwards reported that ISJ Utilities agreed to hold their bid prices until June 1, 2025.

Mr. Edwards further stated that all easements have been recorded and plans updated to reflect the recording numbers. Mr. Edwards stated that the off-site water and sewer line plans have been resubmitted to agencies for approval.

Miscellaneous Service Requests

Mr. Edward next updated the Board regarding Keith-Wiess Park, Phase I service request for a proposed park, trails, and pavilion located south of East Aldine Town Center. Mr. Edwards reported that A&S provided the No Objection Letter to the Applicant and once A&S is provided the future account holder information, A&S will provide same to MOC so the tap fee quote can be prepared.

West Harris County Regional Water Authority ("WHCRWA") Water Line Extension

Mr. Edwards informed the Board that construction is about to begin on the eight-foot (8') diameter water transmission line through the County, including portions of the District. Mr. Edwards further informed the Board that MOC worked with the Contractor to locate the water line and service line providing service to the residents on the east side of Shady Lane, between Kowis St. and Trenton Rd. Mr. Edwards reported that upon completion of the transmission line, and 8-inch water line is proposed for installation in the west right-of-way of Shady Ln.

Water Line Rehabilitation Within District

Mr. Edwards next informed the Board that no new information regarding the preliminary water line rehab/replacement cost estimate provided to staff personnel of Texas State Representative Armando Walle. Mr. Edwards stated that the service areas included Oakwilde, High Meadows-Fairgreen, Woodland Oaks, Oak Glen, Northline Terrace, and Heather Glen.

EAD Application for Castlewood Wastewater Collection System

Mr. Edwards reported the EAD prepared and submitted a TWDB Application to secure funds to install a sanitary sewer system in the Castlewood Subdivision, just west of High Meadows. Mr. Edwards stated that similar to the arrangement in place with Aqua Utilities, Inc. in the Mary Eleanor/Mary Frances Subdivision, the District would add sewer-only accounts to its system. Mr. Edwards additionally stated that future wastewater collection system and lift station would be conveyed to the District for operation and maintenance.

Other Items

Mr. Edwards reported the City provided a Final Design Concept Report regarding the widening of Aldine Westfield Road between Greens Road and Little York Road. Mr. Edwards stated the project also includes the installation of a 30-inch (30") water main to connect the City's water distribution system between those two (2) points.

Mr. Edwards reported that there was no new information regarding the potential projects to provide water and sewer service in the Aldine & Airline Areas. Mr. Edwards stated a study was prepared to review the feasibility of providing water and wastewater treatment service to multiple

areas that are adjacent to or near the Northline Terrace, Oak Glen, High Meadows/Fairgreen, and Oakwilde Service Areas.

Upon a **motion** by Director Jaramillo, seconded by Director Powell, after full discussion and with all Directors present voting aye, the Board approved the Engineer's Report, as presented; including 1) ISJ Underground Utilities' Pay Application No. 4 and Final in the amount of \$24,783.65 and issuance of the Certificate of Final Completion; 2) R.P. Constructor's Pay Application No. 1 in the amount of \$923,332.34; 3) subject to TWDB approval, the advertisement and taking of bids for the improvements to the Seven Mile Water Plant; 4) C3 Constructor's Pay Application No. 5 in the amount of \$18,675.00.00; 5) subject to TWDB approval, (i) award bid to Sweeping Corp. and issue Notice of Award, (ii) execution of the construction contract, subject to RAB review of bonds and insurance, and (iii) issue the Notice to Proceed subject to execution of the contract.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

PASSED AND APPROVED this 5th day of June, 2025.



Elizabeth Santiago, Secretary
Sunbelt Fresh Water Supply District